Instructions for Entering Your Facility Identification Data

Facilities must provide accurate identification data (i.e., National Provider Identifier [NPI] data and/or Medicare enrollment numbers) in order for the IAC to inform certain private insurers and the Centers for Medicare and Medicaid Services (CMS) of accreditation status by way of regular data file transfers.

Within the IAC Online Accreditation application at *www.iaconlineaccreditation.org*, a new tab entitled **Reimbursement/ Data Sharing** is listed at the top of the main Lab Profile screen. This section is used to enter specific identification data. Users also have the option of customizing opt-in choices for their facility/organization related to reimbursement and other data sharing. The new Reimbursement/Data Sharing section will automatically contain any Medicare information previously provided by the facility.

HOW TO ENTER AND VERIFY YOUR INFORMATION USING REIMBURSEMENT/DATA SHARING:

1. Upon logging into your online account, review the staff and site lists by selecting the **Manage Staff** and **Manage Sites** tabs listed along the top of your main Lab Profile screen.

2. Click on **Reimbursement/Data Sharing**.

3. At the top of the screen in the Data Sharing box, you may opt out of a data sharing option by unchecking one or more of the boxes and then clicking the **Save Opt-In Changes** button.

4. To add information, click **Add New Reimbursement Information** in the Reimbursement Information box located in the lower part of the screen. (To modify a previous entry, click the **Edit** link to the right of the item in the list.)

5. Choose one of the entity types (Facility/Organization, Site, Individual, and Other) from the dropdown list. Examples of 'Other' entities include an IDTF, LLC or other corporate entity, non-interpreting physician, or owner who bills the technical component under this accreditation account.

6. After choosing an entity type from the dropdown list, you will need to verify the entity name or select from the list of entities shown. In the textbox, provide the specific information used on your facility's claims forms that will ensure appropriate verification when your information is shared.

7. Enter a Medicare Enrollment Number and/or the applicable National Provider Identifier (NPI) for the selected entity. If you have both numbers, enter them both.

8. Click **Save** to keep your changes.

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The IAC is Here to Help. *Offering a friendly, helpful approach to achieving accreditation for your facility, the IAC is here to help you succeed. Each modality has a clinical and administrative staff ready to assist you throughout the process.* **For assistance with Reimbursement/Data Sharing, contact IAC today at 800.838.2110 or via e-mail at online-app-help@intersocietal.org.**